

## CITY OF HAMILTON

**CORPORATE SERVICES DEPARTMENT**  
**(FINANCIAL SERVICES, TAXATION & CORPORATE CONTROLLER DIVISION – TAXATION SECTION –**  
**LOCATION – 71 MAIN STREET WEST, 1<sup>ST</sup> FLOOR)**

**TAXATION BUSINESS ASSISTANT – CUPE 5167**

**SUMMARY OF DUTIES**

Reporting to the Manager, Taxation, provides secretarial and business administrative duties including confidential matters in support of the Taxation section. Includes preparation of correspondence and minutes, liaison with the public and City staff, scheduling meetings, maintaining section files and databases, processing of journals and cheque requisitions, payment of invoices, staff attendance and other administrative duties as assigned.

**GENERAL DUTIES**

Prepares, composes and proof reads correspondence and reports on a variety of confidential and routine matters. Drafts replies of non-routine matters for the consideration of the Managers.

Ensures reports and correspondence is in accordance with corporate standards for formatting and overall appearance, including reports for council.

Takes minutes of meetings and performs transcription as required.

Schedules appointments and arranges meetings including the preparation and distribution of agendas and other materials, booking meeting room, arranging set-up of audio-visual equipment and food/beverages required, and informing participants of same.

Responds to inquiries and liaises with other departments, government agencies, outside agencies, development community, Council members, and the public.

Maintains an office filing system, including confidential files, reference materials, reports, and general correspondence etc. Maintains off-site storage records.

Monitors and maintains tracking systems and produces reports.

Opens, sorts, processes and distributes incoming mail. Reviews cheques for incomplete information and investigates / prints counter bills for payments with no stubs. Processes all outgoing mail.

Tracks invoices and monitors outstanding balances. Assists Manager with reconciling transaction discrepancies with Finance and Administration staff. Prepares and processes cheque requisitions, payment requisitions, request for invoices and purchase orders. Checks and verifies monthly expenditures with the monthly transaction listing from the Finance Department.

Investigates returned payments and prepares monthly journals for recording of returned payments and pre-authorized payments to ensure reconciliation with the bank.

Completes mail merges for all large volume mailings (i.e. pre-authorized payment letters, multi-residential letters)

Monitors, prepares and processes travel, courses, training, mileage and other expense forms and ensures timely processing of same while ensuring accuracy of descriptions, account numbers. Investigates discrepancies, follows up as appropriate.

Processes, maintains and completes confidential staff records such as attendance, staff absences, overtime, vacation, job requisitions, anniversary increases and confidential correspondence. Maintains a vacation schedule. Verify absence reports and reconcile discrepancies.

Requisitions and maintains an inventory of office supplies.

Assists in the Tax Sale process.

Inputs and retrieves data and generates reports from a computer based information system.

Reviews and responds to Managers' e-mail, where applicable.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

**QUALIFICATIONS**

1. Demonstrated previous experience as a business/office administrator normally acquired through a combination of relevant work experience and completion of business/office administration/general accounting courses.
2. Must be proficient in Business English and possess good organizational skills.
3. Demonstrated experience and familiarity with City of Hamilton financial processes and procedures preferred.
4. Previous experience with basic accounting concepts and processes.
5. Must possess excellent grammar and spelling skills.
6. Demonstrated ability to complete forms, verify and process cheque requisitions and maintain records and files. Ability to prepare correspondence, absence reports and compile statistics.
7. Must possess excellent computer skills with above average working knowledge of Microsoft Office Software (Outlook, Word, Excel and PowerPoint). Advanced Word and Excel to complete mail merges. Ability to become proficient in other software applications. Working knowledge of PeopleSoft.
8. Must possess excellent interpersonal skills and the ability to relate to elected officials, peers, superiors and the general public with tact and professionalism.
9. Must possess maturity, initiative, good judgement and the ability to provide guidance and take a leadership role when necessary.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE**

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